

**KANSAS STATE BOARD OF MORTUARY ARTS
700 SW JACKSON, SUITE #904
TOPEKA, KANSAS
Wednesday-Thursday, January 9-10, 2013**

FORMAT OF MINUTES:

On each motion there appear the names of two board members in a parenthesis. The first named made the motion, and the second named made the second. Ayes and Nays will be recorded at a voter's request.

Wednesday, January 9, 2013:

- I. The Investigative Committee (IC) of the board met to discuss and make recommendations to the Board on open complaints. Those in attendance included Fred G. Holroyd, Topeka, Licensee; Theresa M. Schwartz, Lawrence, Consumer; with administrative staff assistance provided by Assistant Attorney General Steve Phillips and Executive Secretary, Mack Smith. Recommendations and Actions from this committee meeting are contained within these minutes.

Thursday, January 10, 2013:

- II. The regularly scheduled meeting of the Kansas State Board of Mortuary Arts (KSBMA) was called to order by President Fred Holroyd.

Roll call by Executive Secretary Mack Smith found the following board members in attendance: President Fred G. Holroyd, Topeka, Licensee; Vice President Steven G. "Steve" Melby, Mankato, Licensee; William L. "Bill" Cozine, Wichita, Licensee; and Theresa M. Schwartz, Lawrence, Consumer. The board's Executive Secretary Mack Smith was also in attendance.

The board noted this meeting's tentative agenda that is displayed on the agency's website at: <http://www.kansas.gov/ksbma/> under the heading of *Agency Information and Tentative Board Agenda*.

(Melby-Cozine) To approve a **final agenda** for this meeting. Carried.

The board decided to eat lunch at Classic Bean.

(Schwartz-Melby) To adopt the **October 10-11, 2012 regularly scheduled board meeting minutes** as amended. Carried. These minutes will be signed by President Fred Holroyd and Executive Secretary Mack Smith, then displayed on the board's website.

The board reviewed results of the written **funeral directors' examination** administered on **October 11, 2012** noting that **75% (six of eight applicants)** were **successful**. The two individuals who were unsuccessful with the October 2012 examination are scheduled to retake the examination later this afternoon.

The board reviewed results of the written **assistant funeral directors' examinations** administered in **November 2012, December 2012 and January 2013** noting that **100% (three of three applicants)** were successful. Since the law requiring examination for assistant funeral directors was enacted in 2008, **75.8% (94 of 124 applicants)** have successfully passed the written examination.

The board reviewed the '**List of Licensure Applicants**' scheduled to interview with the board at this meeting, noting the following applicants scheduled to meet with the board include three (3) embalmer-funeral director applicants, one (1) embalmer applicant, three (3) funeral director applicants and three (3) reciprocal embalmer-funeral director applicants. Eleven (11) applicants, including two (2) individuals retaking the test, are scheduled to be administered the written funeral directors' examination in conjunction with this meeting. One examinee has requested assistance and will have the test read to them.

Board Member Randy Duncan, Brookville, Consumer, entered the meeting.

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- III. The board **reviewed individual applications** for embalmer and funeral director licensure along with the executive secretary's summations of the applicant's apprentice and supervising licensee progress reports. Applicants for licensure will be interviewed later in this meeting. All funeral director applicants will be administered the written funeral directors' examination by Funeral Home/Crematory Inspector Francis Mills at 1:30 p.m. this afternoon in the Florentine Room of the Jayhawk Tower.

The board reviewed letters sent to an apprentice and supervising licensee resulting from review of first quarter embalmer-funeral directing apprentice progress reports at the October meeting. The supervising licensee was reminded of her responsibility when supervising an apprentice, and the apprentice was encouraged to visit with her supervising licensee when help is needed during the course of her apprenticeship.

All quarterly progress reports of embalmer/funeral director apprentices and supervising licensees were summarized by the executive secretary with copies of the individual reports available for board members to review.

Copies of all related correspondence from the October 2012 meeting were reviewed.

IV. **Legal Discussion: Individual Complaints/Investigations are listed numerically. The board did not necessarily take action in the order listed below:**

Complaints and legal concerns:

The board reviewed correspondence involving complaints resulting from actions taken and recommendations made at the meeting of October 11, 2012.

Information on open complaints:

The Board's Investigative Committee, which is composed of Board Members Holroyd and Schwartz met with Litigation Attorney Steve Phillips and KSBMA Executive Secretary Smith on Wednesday, January 9, 2013 at 3:00 p.m. to discuss and make recommendations on open complaints. Investigative Committee recommendations are included with the following individual complaints.

#11-35—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify all parties of no violations. Carried. The complaint involves unlicensed activity prior to licensure of a funeral establishment.

#12-16—(Duncan-Melby) After reviewing all correspondence, to close the file. Carried. There were no violations of laws regulated by the KSBMA on this complaint that involves unprofessional conduct and legal next-of-kin concerns.

#12-18—(Duncan-Melby) After reviewing all correspondence, to close the file. Carried. The licensee was advised that better attention to detail would have avoided the problem with the delay of the certified copies of the death certificate being provided to the family as well as the problems with the music selections during the funeral service and that while at this time there is insufficient information regarding the possibility of being unfit or unable to practice the duties of funeral directing, the licensee should be aware that committing such an act is grounds for board action being taken against his license. The complaint involves unprofessional conduct and failing to provide certified death certificates in a timely manner.

#12-19—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify the licensee that future violations will result in action by the Board. Carried. The licensee will be provided potential penalties for violations and will remind him that failure to file death certificates in a timely manner is a disservice to families served. The licensee will also be advised that he needs to do a better job of communicating with the administrative staff of the KSBMA—as it is his funeral director license that allows the funeral establishment license to be issued. Penalties for failing to meet deadlines established by the Board will also be provided. The complaint involves failure to file death certificates in a timely manner and ignoring letters sent by the KSBMA.

#12-20—(Duncan-Melby) To close the file. Carried. Additional information was not provided to the KSBMA despite two written requests. The complaint involves concerns with the value of two prefinanced funeral agreements upon death.

#12-21—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee that due to a lack of jurisdiction to close the file. Carried. The complaint involves advertising of an unlicensed funeral home.

#12-22—(Duncan-Melby) After reviewing correspondence, to close the file. Carried. Based on information provided there are no violations of laws regulated by the KSBMA. The KSBMA letter to the consumer explained that a 100% refund for the cost of prepaid monies paid for cremation (with no interest since the prefinanced agreement was with a cemetery) will be provided by the cemetery when proof has been provided that cremation has occurred in the form such as a bill from the crematory or funeral home that provided cremation. The complaint involves concerns with the value of a prefinanced cemetery agreement for the act of cremation at the time of death.

#12-25—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee that the information in question was submitted by a consumer and to close the file. Carried. The complaint involves misleading advertising of an unlicensed funeral establishment due to information in a newspaper obituary.

#12-26—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves unprofessional conduct relating to at-need funeral arrangements.

#12-27—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves unprofessional conduct relating to a funeral bill and requirements of a cemetery involving an outer container.

#12-28—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to advise the funeral home that a better job of communicating with the family may have avoided the situation from occurring and for the funeral director to review the funeral home's price lists and Statement of Funeral Goods and Services Selected to ensure they meet the requirements in the Federal Trade Commission's Funeral Rule. Carried. The complaint involves unprofessional conduct relating to a funeral bill and funeral services.

#12-29—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to advise the licensees that any future distribution of business cards to a consumer in an uninvited/at-need situation would result in Board action being considered by the Board. Carried. The complaint involves uninvited and at-need solicitation.

#12-30—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to close the file. Carried. The complaint involves fraudulent/deceptive/misleading advertising.

#12-31—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to close the file. Carried. The complaint involves fraudulent/deceptive/ misleading advertising.

#12-32—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves fraudulent/deceptive/ misleading advertising.

#12-33—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves unprofessional conduct involving the transfer of a deceased human being from one funeral home to another funeral home.

#12-34—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves unprofessional conduct with at-need funeral arrangements.

#12-35—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify the licensee that better communication would have avoided the situation from occurring and to remind them of the importance of record keeping. Carried. The complaint involves unprofessional conduct relating to funeral services.

#12-36—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both parties of no violations. Carried. The complaint involves the value of a prefinanced funeral agreement upon death.

#12-37—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify the licensee that better communication would have avoided the situation from occurring. Carried. The complaint involves unprofessional conduct with at-need funeral arrangements.

#12-38 and #12-39—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee that based on the LLC being in compliance with the Office of the Kansas Secretary of State and that both the funeral establishment and branch establishment are registered with the KSBMA as identically owned—of no violations. Carried. The funeral director in charge will be reminded that Kansas law requires that both funeral homes and all assistant funeral director licenses are under his supervision and are his responsibilities. The complaint involves LLC ownership status forfeited 7/15/2012.

#12-40—(Schwartz-Holroyd) To adopt the recommendations of the Investigative Committee to notify both funeral homes and the funeral director no longer employed that while there are no violations of laws regulated by the KSBMA, the Board recommends that written protocol be established by both facilities in an effort to avoid a similar situation from occurring in the future. Carried. The consumer will be advised to notify the KSBMA should there be a police

investigation resulting in charges being filed. The complaint involves unprofessional conduct relating to missing personal items.

(Schwartz-Melby) To approve the updated Roster of Board Actions maintained by the KSBMA staff. Carried.

V. Board Business:

- 1) (Melby-Duncan) To approve the **quarterly lists of continuing education (CE.)** Carried. Three lists containing *on-site programs*, *correspondence/home study programs* and *programs pertaining to cremation for crematory operators*. These lists are regularly updated and are available on the board's web site. The board discussed the process and regulations involved with the approval process of continuing education programs.
- 2) Information pertaining to the **2013 Legislative Session** was discussed with no bill introductions planned by the KSBMA at this time.
- 3) (Cozine-Melby) To approve the list of **lapsed licenses** as amended including the amended list for the October meeting. Carried. These lists are a part of these and the October 2012 minutes and contain the names of individuals whose license renewals are past due for longer than six months, who have requested that their licenses be dropped, who have died or in the case of assistant funeral directors, who are no longer employed at a funeral home under the supervision of a funeral director. The current list reviewed and approved by the Board included seven (7) assistant funeral director licenses, four (4) crematory operator licenses, nineteen (19) embalmer licenses and nineteen (19) funeral director licenses. This information is provided for a number of reasons, including use by the Office of Vital Statistics (OVS) for purposes of licensure verification used on death certificates. The method that this information is provided on the KSBMA web site has been changed to an *Adobe Acrobat Reader* file format for purposes of accuracy and convenience.
- 4) The board reviewed the list of **automatically suspended licenses**. This list contains the names of individuals who have not paid their license renewal fees by the appropriate due date and have not requested that their licenses be dropped. Once a license is six months in arrears, it is then automatically placed on the lapsed license list for purposes of being dropped. This list included nine (9) embalmer licenses and eight (8) funeral director renewals due through December 31, 2012. One (1) funeral home closed during this time frame.
- 5) (Melby-Schwartz) To approve the **FY 2013 second quarter** (October 1-December 31, 2012) **Report** for KSBMA Funeral Home-Crematory Inspector Francis F. Mills. Carried. 254 inspections were conducted during the second quarter of FY 2013 with four (4) violations noted. 6,837 miles was traveled involving sixty-seven (67) counties during this time frame.
- 6) Reviewed the **current roster of apprentice embalmers and funeral**

- directors.** A total of twenty-eight (28) apprentices are currently registered with the board at this time, including: eighteen (18) embalmer-funeral directors, one (1) embalmer and nine (9) funeral directors.
- 7) Discussion of **news articles** relating to the funeral profession that has been provided to board members and legal counsel for their review, including articles on the Arlington National Cemetery, the Dignified Burial Act passed recently by Congress and Alkaline Hydrolysis—to mention a few.
 - 8) A reminder of the remaining **2013 Board meeting dates:** April 11, July 11 and October 10. Board Member Cozine will not be able to attend the meeting scheduled for April 11, 2013.
 - 9) The board **signed travel vouchers.**
 - 10) There were no *Boards and Commissions Seminars* scheduled this quarter.

VI. Executive Secretary's Report:

- 1) **Budget/Audit Information—**
 - a) The agency's replacement vehicle was delivered on October 22, 2012.
 - b) The **FY 2013** (July 1, 2012–June 30, 2013) **budget** approved by the Division of the Budget (DOB) remained at \$281,294. No salary increases were included in the budget.
 - c) **FY 2014** (July 1, 2013 through June 30, 2014) **budget** approved by the DOB was \$288,375 and the FY 2015 (July 1, 2014–June 30, 2015) budget was approved by DOB for \$290,129—both as was requested by the KSBMA. There were no salary increases included for both years. Governor Brownback will be announcing his budget recommendations with his State of the State Address on Tuesday, January 15, 2013, then those amounts will be considered by the 2013 Kansas Legislature.
- 2) Updated information regarding the **International Conference of Funeral Service Examining Boards (ICFSEB).**
 - a) Executive Secretary Smith will represent the KSBMA at the 2013 109th *Annual Meeting* in late February. He was appointed as the Chairman of the newly created Board Training Committee and is the Immediate Past President of the Association of Executives of Funeral Service Boards (AEFSB).
- 3) Updated information on the **Council on Licensure, Enforcement and Regulation (CLEAR)** was discussed.
- 4) Updated information regarding the **Federation of Associations of Regulatory Boards (FARB.)**
- 5) Updated information on the **Kansas Funeral Directors and Embalmers Association (KFDA)**
 - a) Executive Secretary Smith and Inspector Mills are planning on representing the KSBMA at the Embalming Seminar next week.
 - b) **2013 KFDA Spring Regional Meetings**—Executive Secretary Smith will present a Board Update at these meetings if invited to do so and his schedule permits.

- 6) Information relating to the **board's web site**, <http://www.kansas.gov/ksbma/>, was discussed.
 - a) (Schwartz-Melby) To approve the updated **Board Actions** section of the KSBMA web site. Carried.
 - b) The **KANPAY** portion of the web site has been updated making renewal of existing licenses much easier than in the past.
 - c) There was a discussion of a time frame for when the Board's web site would be changed over to a new format with no definitive dates available at this time. The Board directed Executive Secretary Smith to take the necessary action in changing the format at the earliest possible date.
 - 7) The board discussed information pertaining to the **National Funeral Directors Association (NFDA)**.
 - 8) Updated information from the **Federal Trade Commission (FTC)** regarding the **Funeral Rule** was discussed.
 - 9) Updated information from the **American Board of Funeral Service Education (ABFSE)** was discussed.
 - 10) Updated information from the **Cremation Society of North America (CANA)** was discussed.
 - 11) Updated information from the **Funeral Ethics Association (FEA)** was discussed.
 - 12) Updated information from the **Funeral Consumer Alliance (FCA)** was discussed including the inaugural issue of their new newsletter, *the Grim Reader*.
 - 13) The board reviewed the Fall 2012 FCA Report from the **Funeral Consumer's Alliance of Greater Kansas City**.
 - 14) Updated information from the **Funeral Ethics Organization (FEO)** was discussed.
 - 15) The Board discussed the October 2012 edition of the Embalmers Quarterly Journal from the **American Society of Embalmers (ASE)**.
 - 16) Updated information from the **Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS)** was discussed including the recently released 2011 Annual Summary of Vital Statistics that were recently released.
 - 17) Updated information from the **Kansas City Kansas Community College (KCKCC) Mortuary Science Program**.
 - a) Due to a staffing shortage in the KCKCC *Admissions Office*, the Board directed Executive Secretary Smith to accept a letter from KCKCC regarding degrees awarded until such time that final transcripts are available.
 - 18) Updated information from the **Kansas Mass Fatality Planning Task Force** was discussed.
 - 19) Executive Secretary Smith continues to attend the **Administrative Services Forum** meetings with Department of Administration (DOA) whenever possible. Meetings have been held twice a month covering a wide range of subjects.
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- VII. The board met with *Applicants for Licensure* to discuss their applications and apprentices:

Embalmer Applicant: Mr. Eric R. Batliner

(Melby-Schwartz) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$91.00. Carried. With continuous employment, Mr. Batliner is scheduled to complete his apprenticeship on February 2, 2013 at Porter Funeral Home and Crematory in Kansas City, Kansas. He served the first half of his embalming apprenticeship at Mid America Mortuary Service, also in Kansas City, Kansas. Once issued, the renewal date for the license would be February 28, 2014. Mr. Batliner attended Johnson County Community College in Overland Park, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas. Mr. Batliner is already a licensed Kansas funeral director.

Embalmer-Funeral Director Applicant: Ms. Kiersten D. Muther

(Holroyd-Duncan) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$175.00 and to grant a funeral director license upon completion of apprenticeship, passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$230.00 or \$50.00—if she renews her assistant funeral director license prior to becoming a funeral director. Carried. With continuous employment, Ms. Muther is scheduled to complete her apprenticeships on January 26, 2013. She is currently employed at Penwell-Gabel Funeral Home and Crematory, Mid Town Chapel in Topeka, Kansas, but she intends to complete her last couple of weeks at DW Newcomer's Sons Johnson County Chapel in Overland Park, Kansas. Once issued, the renewal date for the licenses would be January 31, 2015. Ms. Muther attended Allen County Community College in Iola, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Funeral Director Applicant: Ms. Elizabeth J. Carter

(Cozine-Melby) To grant a funeral director license upon payment of an initial license fee of \$30.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Carter completed her funeral directing apprenticeship on November 10, 2012 at Northern Star Mortuary in Kansas City, Kansas. Ms. Carter also served portions of her funeral directing apprenticeship at McGilley and Hoge Johnson County Memorial Chapel in Overland Park, Kansas, Church Funeral Associates in Mission, Kansas and Mount Moriah Terrace Park in Kansas City, Missouri. Once issued, the renewal date for the license will be March 31, 2014. She attended Johnson County Community College in Overland Park, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas. Ms. Carter is already a licensed Kansas embalmer.

Funeral Director Applicant: Mr. Thomas H. Faulkner

(Duncan-Schwartz) To grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$34.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Mr. Faulkner is scheduled to complete his funeral directing apprenticeship on February 20, 2013 at Old Mission-Heritage Funeral Home in Hutchinson, Kansas. Once issued, the renewal date for the license would be June 30, 2014. Mr. Faulkner earned a Bachelor of Science Degree in Journalism and Mass Communication at Kansas State University in Manhattan, Kansas.

Embalmer-Funeral Director Applicant: Ms. Kara R. Heier

(Melby-Schwartz) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$140.00 and to grant a funeral director license upon completion of apprenticeship and passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$40.00. Carried. With continuous employment, Ms. Heier is scheduled to complete her apprenticeships on February 23, 2013, at Schmitt Funeral Home in WaKeeney, Kansas. Once issued, the renewal date for the licenses would be August 31, 2014. Ms. Heier attended Colby Community College in Colby, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Arapahoe Community College in Littleton, Colorado.

Embalmer-Funeral Director Applicant: Mr. Jacob M. Zutterman

(Cozine-Duncan) To grant an embalmer license upon completion of apprenticeship and payment of an initial license fee of \$70.00 and to grant a funeral director license upon completion of apprenticeship, passing of the written funeral directors' examination, which will be administered later today and payment of an initial license fee of \$20.00. Carried. With continuous employment, Mr. Zutterman is scheduled to complete his apprenticeships on March 1, 2013 at Hays Memorial Chapel in Hays, Kansas. Once issued, the renewal date for the licenses would be December 31, 2013. Mr. Zutterman attended Highland Community College in Highland, Kansas and earned an Associate in Applied Science Degree in Funeral Service at the Dallas Institute of Funeral Service in Dallas, Texas.

Assistant Attorney General Lisa Mendoza entered the meeting.

Funeral Director Applicant: Ms. Margaret S. "Maggie" Newcomer

(Holroyd-Cozine) To grant a funeral director license upon completion of apprenticeship, payment of an initial license fee of \$232.00 or \$52.00—if she renews her assistant funeral director license prior to becoming a funeral director, and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Ms. Newcomer is scheduled to complete her funeral directing apprenticeship on January 30, 2013 at Newcomer Funeral Home in Denver, Colorado. Once issued, the renewal date for the license would be February 28, 2015. Ms. Newcomer earned

a Bachelor of Arts Degree in Spanish and a Bachelor of Science Degree in Journalism at Kansas University in Lawrence, Kansas and a Law School Juris Doctorate Degree at the University of Missouri–Kansas City in Kansas City, Missouri.

Reciprocal (Missouri) Embalmer-Funeral Director Applicant: Ms. Dairiane L. Schoen

(Duncan-Schwartz) To grant a reciprocal embalmer license upon payment of a \$49.00 initial license fee and to grant a funeral director license upon payment of an initial license fee of \$14.00 and passing the written funeral directors' examination, which will be administered later today. Carried. The renewal date for the licenses would be July 31, 2013. Ms. Schoen was granted a Missouri funeral director license on August 15, 2011 and a Missouri embalmer license on November 7, 2012. She attended Cloud County Community College in Concordia, Kansas, Emporia State University in Emporia, Kansas, Fort Hays State University in Fort Hays, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas. Ms. Schoen passed the written assistant funeral directors' examination and is currently a licensed Kansas assistant funeral director working at McGilley and Hoge Johnson County Memorial Chapel in Overland Park, Kansas. She has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards.

Reciprocal (Arkansas) Embalmer-Funeral Director Applicant: Ms. Amanda J. Kinyon

(Melby-Schwartz) To grant a reciprocal embalmer license upon payment of a \$161.00 initial license fee and to grant a funeral director license upon payment of an initial license fee of \$218.50 and passing the written funeral directors' examination, which will be administered later today. Carried. The renewal date for the licenses would be November 30, 2014. Ms. Kinyon was granted an Arkansas embalmer license on November 2, 2009 and an Arkansas funeral director license on May 19, 2010. She attended Harding University in Searcy, Arkansas and earned an Associate in Applied Science Degree in Funeral Science at Arkansas State University–Mountain Home in Mountain Home, Arkansas. Ms. Kinyon has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards and is employed at Penwell-Gabel Funeral Home and Crematory, Johnson Chapel, in Junction City, Kansas.

Reciprocal (Nebraska) Embalmer-Funeral Director Applicant: Mr. Matthew "Matt" T. Myers

(Duncan-Cozine) To grant a reciprocal embalmer license upon payment of a \$175.00 initial license fee and to grant a funeral director license upon payment of an initial license fee of \$237.50 and passing the written funeral directors' examination, which will be administered later today. Carried. The renewal date for the licenses would be January 31, 2015. Mr. Myers was granted a Nebraska funeral director and embalmer license on September 2, 2009. He attended Mid-Plains Community College in North Platte, Nebraska and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community

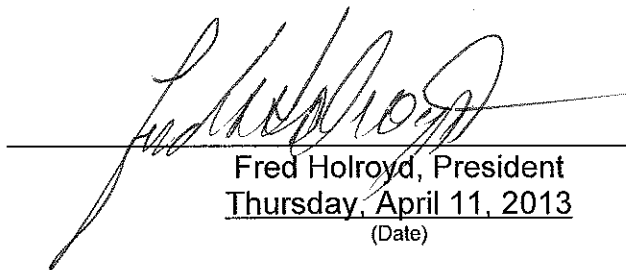
College in Kansas City, Kansas. Mr. Myers has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards and is employed at Price Funeral Home in Hebron, Nebraska.

VIII. New/Old/Remaining Business/Adjournment

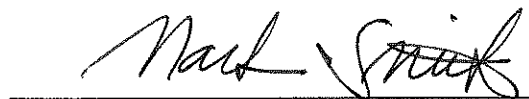
(Melby-Duncan) To adjourn—subject to recall by the president, vice president or executive secretary. Carried. The date of the next regularly scheduled board meeting is Thursday, April 11, 2013.

At approximately 1:30 p.m. Executive Secretary Smith read instructions to the funeral directors' examinee applicants prior to the administration of the funeral directors' examination which was proctored by Inspector Francis Mills in the Florentine Room of the Jayhawk Tower. The results of that examination are a part of these minutes.

Respectfully submitted:



Fred Holroyd, President
Thursday, April 11, 2013
(Date)



Mack Smith, Executive Secretary
Thursday, April 11, 2013
(Date)

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